



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

KY VETERANS CTR HOUSEKEEPING DEPT SUPV

Job Number: 20000535

Job Code: 14150V000101

Job Group: 1400 - LAUNDRY AND HOUSEKEEPING

Job Established: 11/16/1990

Job Revised: 05/16/2008

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises all housekeeping and laundry functions and employees in a Kentucky Veterans Center; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have five years of experience in a commercial or institutional housekeeping and/or laundry operation.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises and directs the housekeeping and laundry functions to maintain the overall appearance and cleanliness of the facility. Inspects work to ensure proper cleaning and finishing of laundry and uniforms. Plans and assigns the work of employees in both units. Instructs and trains employees in the proper performance of their duties. Must handle large scale housekeeping and laundry problems and be proficient in the usage of all related equipment. Establishes and maintains departmental policies and procedures and explains them to the staff. Maintains inventories of all housekeeping and laundry supplies, equipment, linen and uniforms. Recruits, interviews and selects qualified employees for the department. Prepares and maintains records and reports of laundry and housekeeping operations. Performs laundry and housekeeping duties as required to ensure full coverage.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically involves walking, bending, stooping, sitting and lifting. May risk exposure to chemicals associated with cleaning supplies.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.